



## VILLAGE FACILITIES RENTAL POLICY

The Village of Oswego Community Rooms, Lobby and Gazebo, collectively “Village Facilities,” are available for meetings and functions associated with the Village of Oswego, local Government entities, groups dedicated to the promotion of the civic, cultural, educational, and informational needs of the community, and local businesses.

**Please read the following policy thoroughly before applying for any Village Facility meeting space.**

### SCHEDULING

Meetings are scheduled for all rooms on a first come first serve basis based on the following priorities:

1. Village of Oswego meetings.
2. Meetings of Official Agencies, Committees, and Boards of governmental entities located in the Village of Oswego.
3. Official Village of Oswego Homeowner’s Association’s business meetings.
4. Educational, cultural, civic and informational events of organizations located in the Village of Oswego.
5. Educational, cultural, civic and informational events of organizations and local businesses located outside of the Village of Oswego’s immediate boundaries.
6. *Gazebo Only*: Resident or Non-Resident events with Village Administrator prior approval.

### RULES APPLICABLE TO ALL VILLAGE FACILITIES

1. Village Facilities are **NOT** available for the following purposes:
  - a. Commercial use.
  - b. Fundraising activities.
  - c. Individual political candidates or political activities.
  - d. Meetings that interfere with the functions of the Village of Oswego and/or its customers because of noise or other factors.
  - e. Classes or demonstrations involving hazardous materials and/or weapons.
  - f. *Community Rooms Only*: Private parties or purely social gatherings
2. The name, address and /or telephone number of the Village of Oswego may not be used as the address as the headquarters for any group using the Village Facilities nor can the Village’s phone number be advertised for registration purposes. Calls regarding meetings or during approved meetings in the Village Facilities cannot be directed to the Village of Oswego. The Village reserves the right to cancel any groups that employ this practice.
3. The Village does not supply space for groups needing a place to store their supplies or equipment.
4. Village employees are not available for porter service, custodial assistance, operation of equipment, attendance taking, the arrangement of exhibits, and/or other forms of assistance with the exception of unlocking and locking the facility.
5. Smoking is prohibited in all Village Facilities.

6. Alcoholic beverages and illicit drugs are not permitted. Furthermore, persons under the influence of alcohol or drugs shall not be allowed in the Village Facilities or on the premises.
7. Firearms are not allowed in any Village Facility at any time.
8. Attendance at meetings must be limited to the stated capacity of the room.
9. Use of the Village Facilities does not constitute Village sponsorship or endorsement of viewpoints expressed by participants. No advertisement or announcement implying such an endorsement or sponsorship will be permitted.
10. Groups using the Village Facilities must provide a certificate of insurance with the exact time and date the facility will be used and the Village of Oswego must be listed as an additional insured. The certificate should reflect the following limits of insurance:
  - a. Limits of liability: \$1,000,000 - General Liability Aggregate; 1,000,000 - Products Completed Operations Aggregate; \$1,000,000 - Per Occurrence; \$1,000,000 - Personal & Advertising Injury; \$100,000 - Premises Damage; and \$10,000 – Medical Payment.
11. Adult sponsors/chaperones, who shall be held responsible for compliance with this Policy, must attend meetings where individuals under 18 years of age will be present. One (1) adult for every five (5) persons under the age of 18 is required. These adult sponsors/chaperones also assume responsibility for the group and its activities.
12. Children must be supervised at all times and no requestor may use the Village Facilities solely for babysitting purposes.
13. No physical changes are allowed in the Village Facilities without prior approval from the Village Administrator or their designee.
14. No additional furniture or equipment, other than that already available in the meeting rooms, will be provided.
15. No additional furniture or equipment may be used without prior approval of the Village Administrator or their designee.
16. Nails, tacks, tape, etc. and the hanging, tacking and/or posting of flyers, signs, and/or posters on the walls, doors, shades or windows are prohibited.
17. All activities taking place on Village property may not discriminate on the basis of age, sex, race, religion, national origin or handicap. Groups using the space must comply with the Americans with Disabilities Act and it is the responsibility of the group to provide any and all reasonable accommodations for persons with disabilities in accordance with the Americans with Disabilities Act.
18. Groups using the Village Facilities are not permitted to use the Village lunchroom or to eat or drink any food or beverages designated for the Staff or Village.
19. Groups are permitted to utilize the Village Facilities once per month. If a group is desirous of multiple dates within a month, the recurrent requestor will be second in line should a different organization request the facility.
20. All signs must comply with Village ordinance. Indoor directional signage must be approved by the Village Administrator or their designee.

21. Animals are not allowed except for licensed service animals. The handler must be able to present the license for the animal while on Village Grounds.
22. Filming for commercial purposes is subject to the Village Administrator or their designee's approval. Written authorization must be requested at the time of application submittal.
23. No admission charge, collections (except for regular club dues or to cover expenses for materials used at meetings) or other money raising activities may occur at meetings conducted in the Village Facilities.
24. Groups using the Village Facilities are prohibited from using other areas of Village buildings except as otherwise specified.
25. The Village Facilities must be left clean and in good condition. All waste must be disposed of properly.
26. Each organization/group using the Village Facilities is responsible for reimbursing the Village for any and all damage done or presumed to have been done during the scheduled event.
27. The Village Administrator or their designee is the person empowered to make decisions regarding the availability, use, and approval of Village Facilities applications. Requests for exceptions to the rules, regulations, fees and policies must be submitted in writing to the Village Administrator or their designee.

### **RESERVATIONS**

1. Reservations are required for Village Facilities.
2. Groups wishing to reserve meeting space must complete the required application.
3. Applications for reservations must be submitted to the Village at least two weeks prior to the requested event date.
4. Reservation times must reflect the group's setup and cleanup time.
5. Application does not guarantee approval of Village Facilities requests.
6. Once an application has been submitted, the Village will then approve or deny the application. Groups will be notified of approval or denial within five (5) business days. If approved, the reservation is considered temporary until all fees are paid and a certificate of insurance is received.
7. The reservation, certificate of insurance and fees are due no later than ten (10) business days prior to the requested meeting date.
  - a. Fees may be submitted in credit or debit form online through the online application process or in person with cash, or check made payable to the Village of Oswego.
8. Reservations must be applied for by a member of the interested organization who is 18 years of age or older. This individual will be the only person authorized to make changes to the reservation and will also serve as the primary contact for the Village.
9. Groups must vacate the room by the time specified on the application. This includes the time needed for clean-up.
10. Approved users may not assign their reservation to another group.

## CANCELLATIONS

1. Cancellation notices shall be in writing and will be final. Approved users who wish to cancel their reservation must notify the Village Administrator or their designee at least 48 hours prior to the event or the group will forfeit the security deposit and rental fee.
2. Telephone cancellations will be accepted in cases of last-minute emergencies. If a reserved meeting room is not used, and a cancellation notice is not given to the Village, future use of the Village Facilities may be suspended.
3. Groups whose cancellation complies with the cancellation requirements shall be entitled to reimbursement of all fees.
4. The Village Administrator or their designee reserves the right to preempt or cancel reservations if an emergency arises. If this occurs, reasonable effort will be made to promptly contact the group (via phone or email) and reschedule the reservation. If this is not possible, the group will be notified, and the fees refunded.

## FEES

Rental fees are charged to assist with staffing, maintenance and security costs. All fees are due and payable to the Village of Oswego no later than ten (10) business days in advance of the meeting.

- Room or Lobby Rental: \$100.00 plus \$25.00 per hour
- Gazebo Rental (resident): No Charge
- Gazebo Rental (Non-Resident): \$50.00
- Security Deposit for all Village Facilities: \$250.00

**\*\*Security deposits are returned within 21 days, after a satisfactory inspection of the rented property by Village Staff.\*\***

## VILLAGE HALL COMMUNITY ROOM

Monday-Friday 8:00 am – 6:00 pm

- **Location:** 100 Parkers Mill, Oswego, IL 60543
- **Capacity:** 47
- **Amenities available:** Chairs, tables, a podium and guest Wi-Fi are available for use.

### ***Village Hall Community Room Specific Rules:***

1. Private parties or purely social gatherings are not a permitted use.

## VILLAGE HALL LOBBY

Monday-Saturday 8:00 am – 5:00 pm

- **Location:** 100 Parkers Mill, Oswego, IL 60543
- **Capacity:** 149
- **Amenities available:** Chairs, tables, a podium and guest Wi-Fi are available for use.

### ***Village Hall Foyer Specific Rules:***

1. Private parties or purely social gatherings are not a permitted use.
2. The piano located in the lobby is not to be used in any capacity by any party with the exception of the owners of the piano.

### **VILLAGE HALL GAZEBO**

Monday-Friday 7:00 am - 4:30 pm

Saturday or Sunday: 8:00 am - 4:30 pm

- **Location:** 100 Parkers Mill, Oswego, IL 60543
- **Capacity:** 60

#### ***Gazebo Specific Rules:***

1. All renter generated waste must be removed from the premises.
2. Sidewalk chalk is not permitted.

### **POLICE DEPARTMENT COMMUNITY ROOM**

Monday- Friday 7:00am - 10:00 pm

- **Location:** 3355 Wooley Road, Oswego, IL 60543
- **Capacity:** 45
- **Amenities available:** Chairs, tables, a podium, a kitchenette and guest Wi-Fi are available for use.

#### ***Police Department Community Room Specific Rules:***

1. Tables are not to be rearranged, please inform staff of the preferred layout at the time of application.
2. Private parties or purely social gatherings are not a permitted use.

### **PUBLIC WORKS COMMUNITY ROOM**

Monday-Friday: 9:00 am - 2:30 pm

- **Location:** 100 Theodore Drive, Oswego, IL 60543
- **Capacity:** 60
- **Amenities available:** Chairs, tables and guest Wi-Fi are available for use.

#### ***Public Works Community Room Specific Rules:***

1. Private parties or purely social gatherings are not a permitted use.

**\*Failure to comply with any of the listed requirements will result in the forfeiture of the group's security deposit and/or denial of future requests to use the Village Facilities\***